



# **Bureau of Land Management**

## **Lotus Notes to Microsoft (MS) Outlook Conversion Guide**



## **Statement of Work**

This Guide will assist you in converting your Lotus Notes email, contacts, calendars (to include future events), tasks, and journals to a format that is compatible with new Microsoft (MS) Outlook.

Once your account is switched to MS Outlook any mail in your current Lotus Notes mail file must be copied to an archive file. After all current mail is copied you will use a software tool provided (SysTools Export Notes 8.0 SP1) to convert them into MS Outlook archive format (pst). This will allow you to view your Lotus Notes email, contacts, calendars, tasks, and journals in MS Outlook.

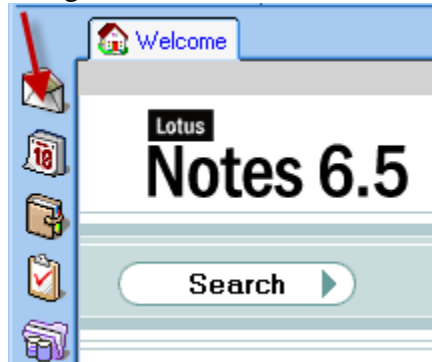
**NOTE:** All “Follow Up” flagged messages will **NOT** migrate. To ensure messages are migrated successfully, please remove all “Follow Up” flags from your email prior to initiating Section 1.



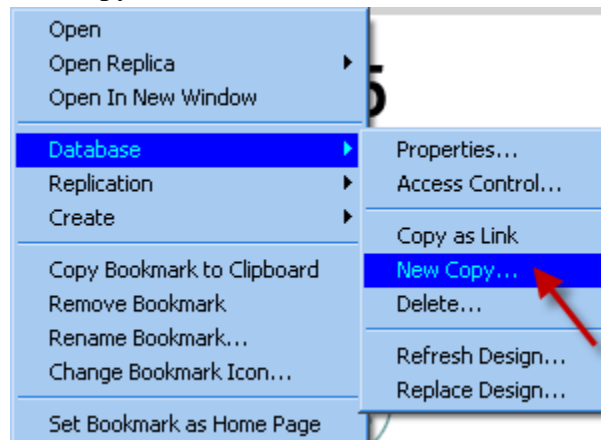
## **SECTION 1 – COPYING MAILBOX**

### **1.1 Copy mailbox.**

- 1) Launch your Lotus Notes client, right-click on the inbox icon.

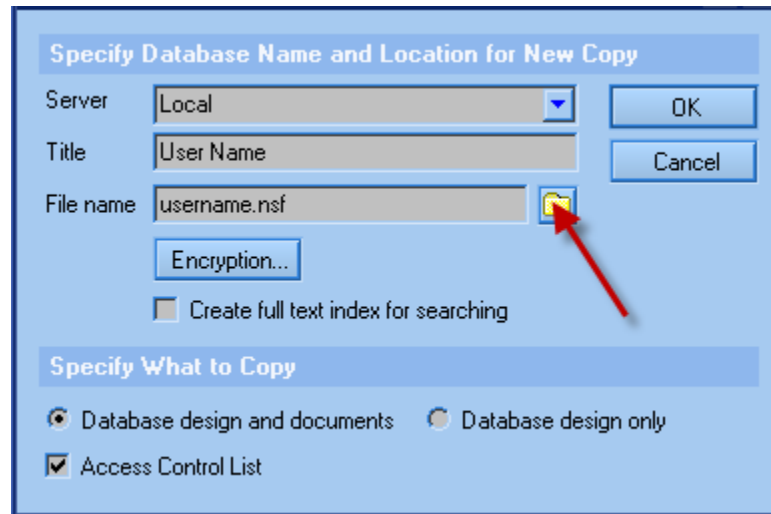


- 2) Select Database, then New Copy.

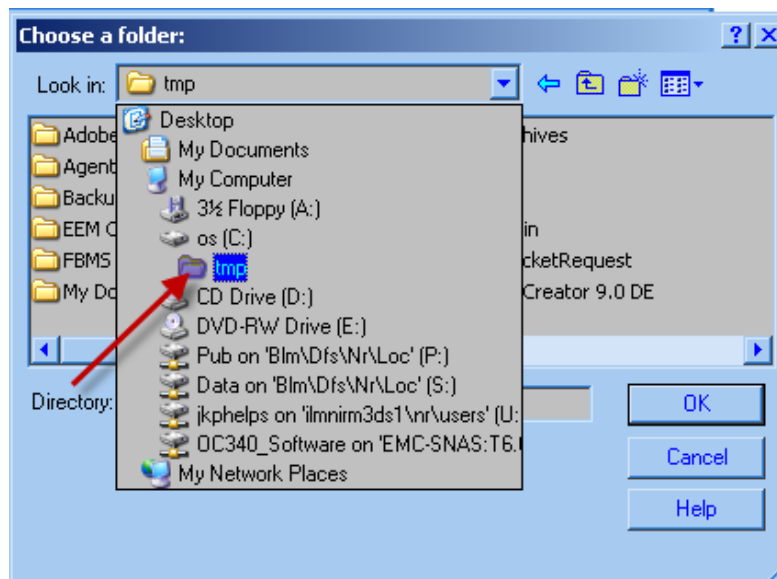




3) Click on folder icon to specify new file location.

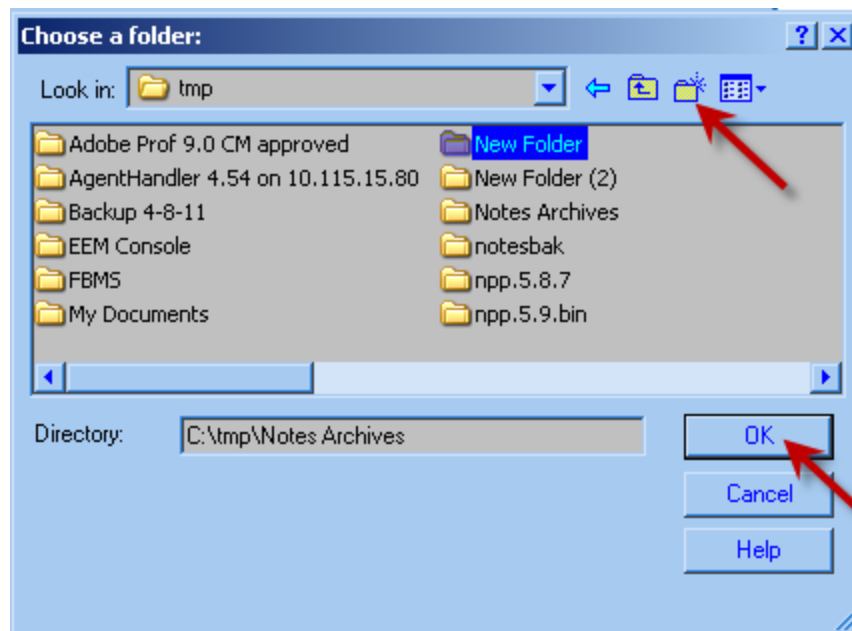


4) Click on **Look In** window and choose C:\tmp for file location.

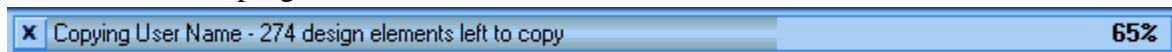




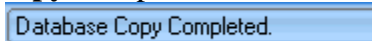
- 5) Click on the **New Folder** icon. Change name to **Notes Archives**. Click **OK**.



- 6) Documents will start the copying process. A status bar at the bottom of the Lotus Notes window will show progress.



- 7) Status bar will show **Database Copy Completed** when done.



**This concludes Section 1**



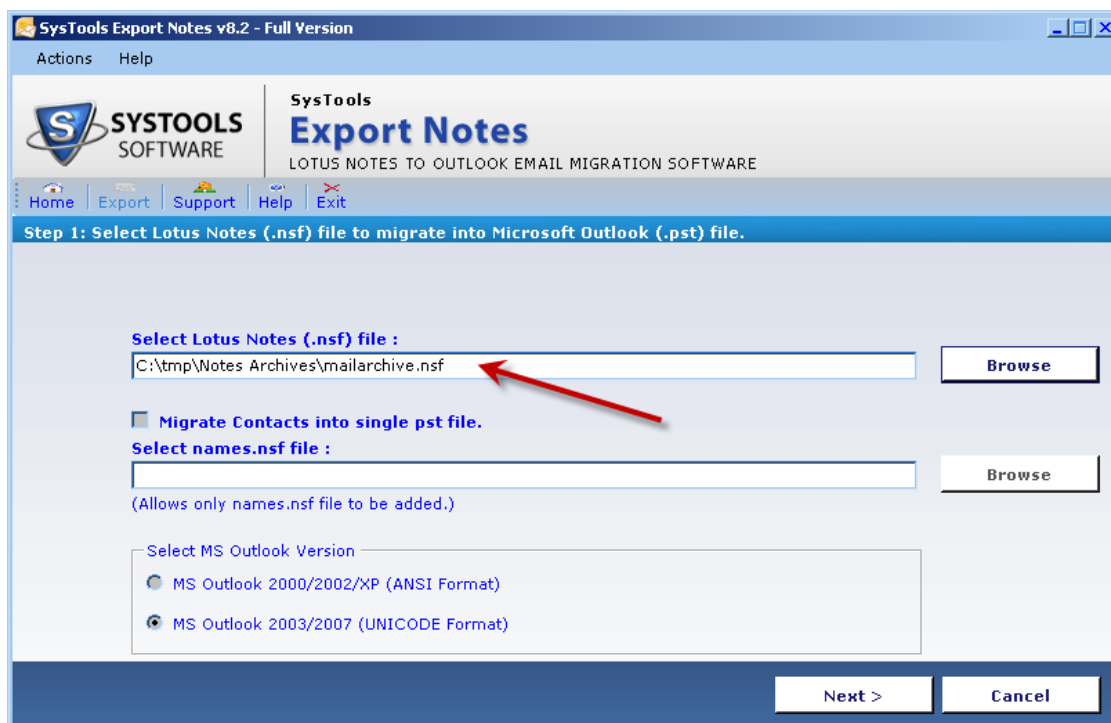
## **SECTION 2 – CONVERTING NOTES ARCHIVE TO AN OUTLOOK ARCHIVE**

### **2.1 SysTools Export Notes Tool**

- 1) Double-click the “SysTools Export Notes 8.0 SP1” icon on your desktop



- 2) Browse to your archive file. It is located at c:\tmp\Notes Archives. Click Browse, My Computer, C:, tmp, Notes Archives, highlight archive.nsf and click open. Click Next.



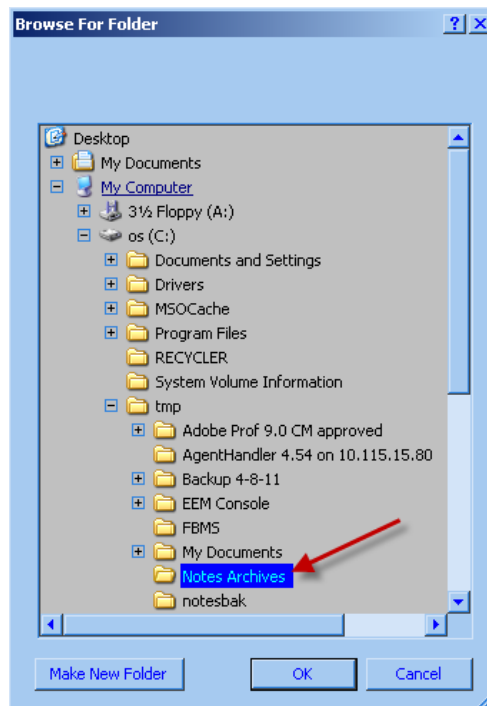


- 3) Select **Mails, Contacts, Calendars, Tasks and Journals** (Should be the default settings). Click **Export**.

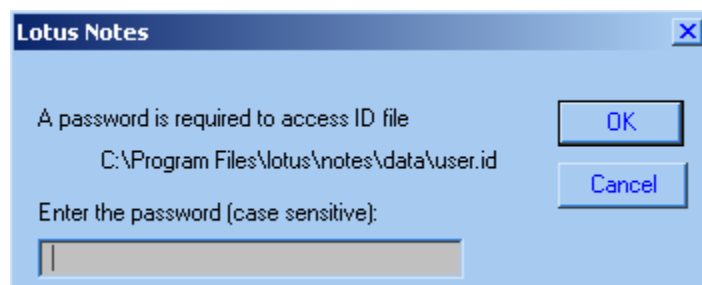
The screenshot shows the SysTools Export Notes v8.2 - Full Version software interface. The title bar reads "SysTools Export Notes v8.2 - Full Version". The menu bar includes "Actions" and "Help". The main header area displays the SysTools Software logo and the product name "Export Notes" with the subtitle "LOTUS NOTES TO OUTLOOK EMAIL MIGRATION SOFTWARE". Below the header is a navigation bar with icons for Home, Export, Support, Help, and Exit. The main content area is titled "Step 2: Select Criteria". Under the "Select Categories" section, five categories are listed with checkboxes: Mails, Contacts, Calendars, Tasks, and Journals. All five categories are checked, and red arrows point to each of them. Below this are several filter sections: "Email Filters" with options for "Received On Interval", "Exclude Folder(s)", "Exclude Deleted Items", and "Exclude Sent Items"; "Advance Settings" with options for "HTML Formatting" and "Remove Encryption"; "Calendar Filters" with a "Start From" date range; and "To Do Filters" with a "Start From" date range. At the bottom of the window are three buttons: "< Previous", "Export >", and "Cancel".



- 4) Browse out to the same location your Notes archive file is stored under My Computer, C:, tmp, Notes Archives. Click **OK**.




- 5) The export tool will now prompt you for your Lotus Notes password. Enter your Lotus Notes password and click OK.

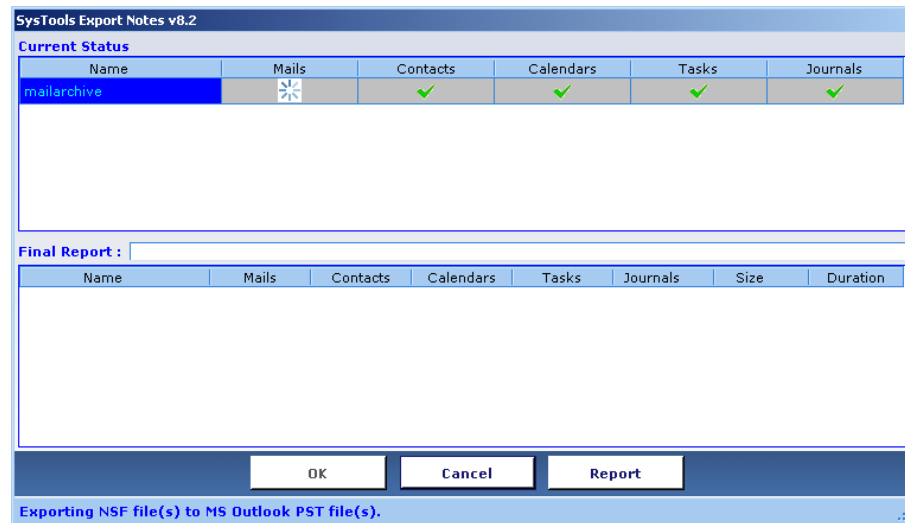


**NOTE:** failure in entering a successful Notes password may result in the loss of all encrypted emails.






- 6) You will get the following screen shot showing the progress. You will see  as the export tool completes phases of the export.



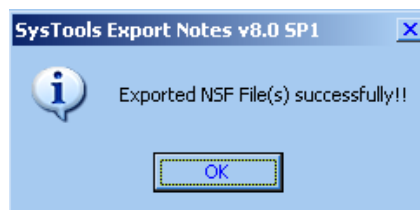
The screenshot shows the 'SysTools Export Notes v8.2' window. It has a 'Current Status' section with a table showing progress for 'mailarchive'. Below it is a 'Final Report' section with an empty table. At the bottom are 'OK', 'Cancel', and 'Report' buttons. A status bar at the very bottom says 'Exporting NSF file(s) to MS Outlook PST file(s)'.

Name	Mails	Contacts	Calendars	Tasks	Journals
mailarchive		✓	✓	✓	✓

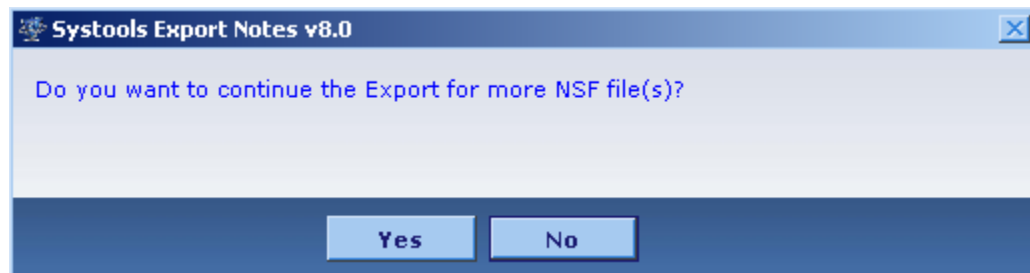
  

Name	Mails	Contacts	Calendars	Tasks	Journals	Size	Duration
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- 7) Once the export is completed you will get the following screen. Click **OK**. Click **OK** to complete the export.



- 8) If you have other Notes archives to migrate then click **YES** and proceed to Step 1 of this section, otherwise Click **NO**.



**This concludes Section 2**



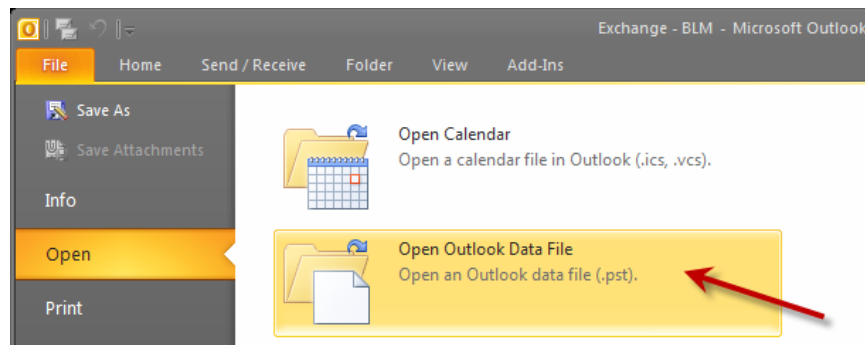
## **SECTION 3 – IMPORTING THE DATA FILE INTO MS OUTLOOK**

### **3.1 Open Microsoft Outlook and import the newly created .pst file.**

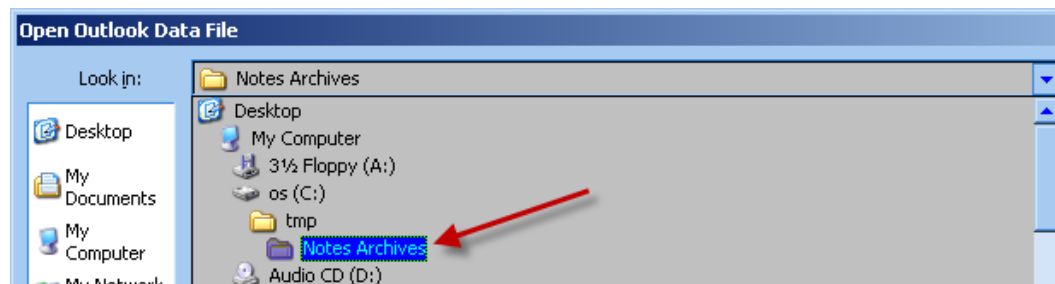
- 1) Double-Click the Microsoft Outlook icon on your desktop or click the Start Button and go to Microsoft Office then click on Microsoft Outlook



- 2) Once Outlook opens Select **Open\Outlook Data File**

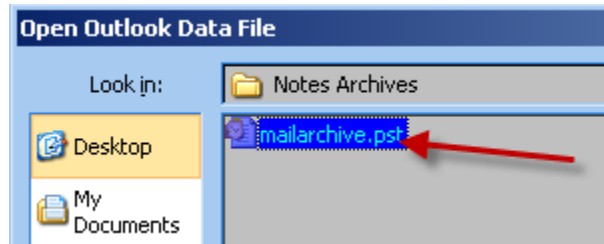


- 3) Browse to your Outlook pst file location. (if just migrated than C:\tmp\Notes archives)

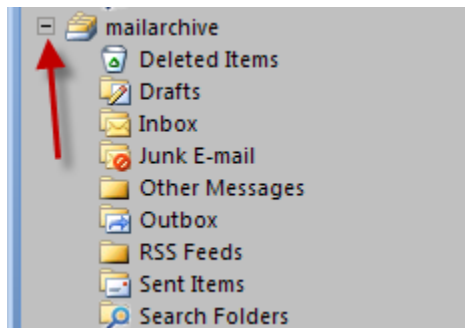




- 4) Highlight the **mailarchive.pst** file and click **OK**.



- 5) Once completed you should see the new archive as shown below. To open it, click on the + symbol next to the mail archive name.



**CONGRATULATIONS: YOU HAVE COMPLETED EXPORTING YOUR NOTES TO  
OUTLOOK MIGRATION.**